

B *irdbrook* **PARISH COUNCIL**

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Clerk to the Council
Debbie Hilliard

7 May 2019

TO: THE MEMBERS OF BIRDBROOK PARISH COUNCIL

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of the **BIRDBROOK PARISH COUNCIL**, which will be held on **Tuesday 14 May 2019** at the **Community House, The Street, Birdbrook** at 7.00pm - to transact the business shown in the Agenda below.

Debbie Hilliard
Clerk to the Council

AGENDA

QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive questions from members of the public.

In accordance with the agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2019/20

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. OTHER ABSENCES

To note any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES

To agree as a correct record the minutes of the meeting held on Tuesday 12 March 2019. (copy attached).

5. ACTION LIST

Action List

Minute No	Action	Person	Outcome
12/3/19 19/23	Steve has met Peter Unwin re the site identified on the left and side of the car park. There will be no need for permissions from ECC on this site. Steve will liaise with Community Heartbeat Trust on the project. Permission in writing will also be needed from Unwin Estates. Clerk will write to Unwin Estates for this.	Debbie	Permission received from Unwin Estates in letter dated 16 April 2019.
12/3/19 Min 19/23	Missing salt bin at junction of Fell Rd/Moat Rd/The Street. Cllr Garrod will follow this up if there is no further response from Cllr Finch.	Debbie	Cllr Garrod responded and it is suggested that an application is made via LHP. Need to agree how to proceed.
12/3/19 Min 19/23	Play Equipment Inspection – Agreed to proceed with the work as suggested in the report. Email sent 22/1	Debbie	Works completed confirmation received 7 May. See email circulated.
12/3/19 19/26	Network Meeting – Debbie will advise when the date is arranged.	Debbie	Work in progress
12/3/19 19/29	Planning – New England site. Potential of chemicals being stored inappropriately or dumped. Contact Susanne Armstrong ECC.	Debbie	I have telephoned Environment Agency. Incident no 1700338. It has been logged but they need more information.
12/3/19 19/29	Planning – The Plough. Debbie will contact BDC to advise that work is taking place and ask them to ensure everything is in line with planning criteria.	Debbie	Trevor Lawrence of BDC planning has visited and confirmed all in order.
12/3/19 19/30	Village Sign – Debbie to draft letter to Secretary of State.	Debbie	Not now needed as Cllr Finch “just do it”.

6. DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*

- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

7. REPORT OF DISTRICT COUNCILLOR

8. COMMUNICATION AND REPORT OF THE CLERK

- Financial Regulations (copy attached)
- Standing Orders (copy attached)
- Code of Conduct (copy attached)
- Register of Interests (previously circulated)
- Insurance (to renew) (previously circulated)

9. TO AGREE REPRESENTATIVES

- Parks
- Pond
- Highways
- Footpaths
- Streetlights
- Any other (to be agreed)

10. DOCUMENTS ON DEPOSIT

11. MEMBERS' REPORTS:-

- a) Pond
- b) Parks
- c) Chairman's Report
- d) Highways Report – Missing Salt bin – apply to LHP.

12. STREETLIGHTS

To receive an update from Peter and Richard
To consider email from Mrs Cheryl Garnham

13. VILLAGE SIGN

To receive an update from Alan

14. PLANNING

New England Site – Chemical Dumping – See action list. Environment Agency need more information.

15. FINANCE

- Annual accounts (Income & Expenditure account attached)
- To sign the Annual Return

At time of writing the accounts are with the auditor for agreement. Therefore, the Income and Expenditure account is not confirmed. The full accounts will be brought to the meeting for signature.

16. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains exempt pages, to consider the following motion to be proposed by the Vice Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

17. CONFIDENTIAL ITEMS

18. TIME, DAY AND DATE OF NEXT MEETING

Tuesday 7 July 2019 at 7pm.